



# **DECC Mech Miscellaneous Admin Support Section**

## **Technical Requirements**



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# Miscellaneous Admin Support Section: Overview

- DECC Mechanicsburg provides support for all Mechanicsburg mainframe, mid-tier and server systems dealing with Department of Defense financial and logistics support customers
- Aside from the various Technical Divisions that run the operations we manage facilities and provide some administrative support to the activity
- Logistical Maintenance and Administrative Support is needed as part of the support functions in our operations



# MISCELLANEOUS ADMIN POSITIONS: Special Areas of Interest

- New Position: HVAC& R Technician will be needed in January 2005 to monitor, repair and provide PM on the Computer Center Physical Plant
- Administrative Support: As civilian positions are abolished, secretarial and administrative assistant requirements have been contracted out



# Miscellaneous Admin Positions: Contractor Skills Required

- Secretarial Staff
- Knowledge of Office Suite of Products
  - Excel, Word, Power Point, Publisher, Outlook
  - Familiarity with DOD writing style, forms, protocol
- Experience with the Joint Travel Regulation, DISA and DOD Policies
- Professional Office Management skills, good communication and writing skills



# Contractor Positions: Contractor Skills Required (con't)

- HVAC Technician (New)
  - Knowledge of heating, ventilation, air conditioning and refrigeration systems
  - Operation and maintenance of boilers & HVAC Equipment, air handlers and reverse osmosis water systems
- Expertise in the Building Automated System BAS
- Expertise to correct systems failures and reconfigure systems to continue operations
- Prepare technical justification for maintenance of work orders and contracts



# Positions: Contractor Skills Needed (con't)

- Administrative Assistant:
  - Expertise Power Point and Similar briefing products
  - Strong Military Writing Skills
  - Flow Charting and Presentation Art Work Skills
- Perform quality work under pressure with short time frames
- Flexibility to work on a wide variety of Military and Computer Center related projects
  - Information visualization (charts & graphs)
- Familiarity with DISA and DOD protocol



# Miscellaneous Admin Positions: Desired Certifications

- Secret Clearance
- 50 Word Per minute typing skills